

RESULTS OF FORMS REVIEW FOR THOSE
SOLICITING SOCIAL SECURITY NUMBERS
REPORT FOR THE RECORD

16 January 76

Attached is a preliminary narrative and statistical report to satisfy the record that this Agency has taken action to comply with the Privacy Act of 1974 (Public Law 93-579), Section 7(b) and the Civil Service Commissions issuance to Federal agencies requiring action of Agency-used and created forms which include the solicitation of an individual's Social Security Number.

The initial review action has been completed, guidance issued to assist the Offices of Primary Interest in their responsibility to make the actual changes on the forms, and all the records for this phase have been turned over to the Forms Management Officer for incorporation into the official record file system of forms. Although the greatest portion of the action has been completed as far as this officer's responsibility is concerned, in the guidance, we left an open door in case other forms are surfaced that were inadvertently overlooked and this officer has made it known that she is available to assist the OPI's as needed. This open door has already paid off. Eight additional forms were discovered while this report was being prepared. They are included herein and there is no doubt that there will be more.

ISAS

STATINTL

AUTHORITY: Privacy Act of 1974 (Public Law 93-579) -Section 7(b) - Any Federal, State, or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.

REQUIREMENT: FPM Letter 295, dated 26 August 1975:- Agencies will revise their own forms, which presently require the social security number of individuals, to eliminate that requirement if its collection is not authorized or unnecessary even if authorized. Agencies will assure that a written explanation is distributed to each individual when a personnel form or document is used to solicit an SSN. Because Section 7(b) of the Act is already in effect, implementation of the above must be without delay.

ACTION: 1. All offices reviewed the Agency forms they use and prepared justification to continue use of the SSN, whether it was voluntary or mandatory; identified those forms where the SSN solicitation space could be eliminated, identified those forms where the SSN is generated from existing records; obsoleted a bootleg form no longer needed; and identified two forms exempted due to cover and U.S. Government sterility requirements. The requirement of a written explanation was handled through the development of draft statements tailored to each form's content, purpose, and the Office of Primary Interest need. Each statement was coordinated with the Privacy Act Officer of the OPI's Directorate; the OPI's Executive Officer, if appropriate; the Records Management Officer, for approval; and the Office of General Counsel for their legal approval of authorities cited. Covering memoranda were prepared containing procedures to assist the OPI's in taking action to prepare addendums, overprints directly on forms on hand, or revisions. All record copy documentation on this exercise was turned over to the Forms Management Officer for follow up and final action to assist the OPI's in their completion of this requirement.

2. Standard, optional, and other agency forms used by this Agency that are on file in the Forms Management official records have been identified by _____ issuing agency. These agencies have been contacted by phone to provide us with copies of statements they have authorized for use. Most have already responded. The statements will be reviewed to insure the use this Agency makes of the form meets the uses contained therein; variations shall be negotiated to include our uses made of the form or eliminate the other agency's uses if not applicable. Agency offices using these forms will be furnished the approved statement for reproduction and dissemination with the applicable forms. The Forms Management Officer is handling the statement review and issuance when content is approved. This phase of the exercise included 52 forms.

STATISTICAL RESULTS:

Approved For Release 2002/05/09 : CIA-RDP86-00895R000100140016-2

DIRECTORATE OF PRIMARY INTEREST	FORMS REVIEWED			SSN STATEMENTS PREPARED
	OFFICIAL+ BOOTLEG = TOTAL			MANDATORY + VOLUNTARY = TOTAL
<u>DDA</u>				
Mandatory	10	7	17	
Voluntary	9	12	21	
Removals	13	5	18	
Generated	5	0	5	
Pending	4	1	5	
Sub-totals:	41	25	66	17 21
TOTAL FORMS: (DDA)				TOTAL STATEMENTS: 38
<u>DDI</u>				
Mandatory (DDI)	1	12	13	13 0 13
<u>DDO</u>				
Mandatory	1	0	1	
Removed	2	5	7	
Generated	14	0	14	
Sub-totals:	17	5	22	1 0
TOTAL FORMS: (DDO)				TOTAL STATEMENTS: 1
<u>DDS&T</u>				
Voluntary	2	85	87	
Generated	1	5	6	
Removed	0	26	26	
Obsoleted	0	12	12	
Exempted (Cover)	0	1	1	
Sub-totals:	3	39	42	0 87
TOTAL FORMS: (DDS&T)				TOTAL STATEMENTS: 87
<u>AGENCY TOTALS:</u>				
Mandatory	12	19	31	
Voluntary	11	18	29	
Removed	15	36	51	
Generated	20	5	25	
Pending	4	1	5	
Obsoleted	0	12	12	
Exempted	0	1	1	
TOTAL FORMS: (AGENCY)	62	81	143	31 29 28 80

Approved For Release 2002/05/09 : CIA-RDP86-00895R000100140016-2

Red tax authority

This Notice Expires 1 January 1963

PERSONNEL

6 June 1962

STATINT

SOCIAL SECURITY NUMBERS

1. Pursuant to Public Law 87-397, each individual taxpayer is required to record his social security account number on all tax returns and statements, and to furnish his social security number to his employer for inclusion in wage statements filed with the Internal Revenue Service. This requirement will be effective with 1962 tax returns.

2. It is therefore necessary for each individual* employed by the Agency to have a social security number and for the Agency to establish a complete and accurate record of such numbers. To assure timely preparation of wage statements for 1962 (Form W-2, Withholding Tax Statement, and Form 1099, Information Return), each individual must record his social security number with the Agency no later than 30 September 1962.

3. During the period 25-29 June 1962, special cards will be distributed to each staff employee in headquarters through administrative channels. A staff employee who currently possesses a social security number need only enter that number on the special card and submit it to his Administrative or Personnel Officer. If he must apply for a number, as prescribed in paragraph 4, he shall enter his number on the special card and forward it to his Administrative or Personnel Officer as soon as he receives his social security number. (Special arrangements will be made for obtaining numbers from other than staff employees.)

4. An individual who has never applied for a social security number (or has lost the record of his number) must make immediate application for an account number by completing and mailing either of the forms described below:

a. Form 3227. The Internal Revenue Service will send a Form 3227, Application for Account Number, to each taxpayer who did not enter a social security number on his 1961 tax return. This form, if used, should be mailed to Internal Revenue Service, P.O. Box 211, Baltimore 3, Maryland.

* As used herein, "individual" means any person, without regard to category of employment, who is paid directly or indirectly by the Agency and whose compensation is subject to Federal income tax laws.

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CIA INTERNAL USE ONLY

6 June 1962

PERSONNEL

b. Form SS-5. If the individual does not apply for a number on Form 3227, he should obtain a Form SS-5, Application for Social Security Account Number (available through Administrative or Personnel Officers); and mail it to the Social Security District Office applicable to his residence. For the convenience of individuals living in the greater Metropolitan Washington area, the addresses of local Social Security Offices are:

Social Security District Office
814 H Street NW.,
Washington 25, D.C.

(For District of Columbia residents)

Social Security District Office
8113 Fenton Street
Silver Spring, Maryland

(For Maryland residents)

Social Security District Office
825 S. Washington Street
Alexandria, Virginia

(For Virginia residents)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES

REGULATIONS
CONTROL STATE

JUN 12 10 06 AM '62

Federal Personnel Manual System

Approved For Release 2002/05/09 : CIA-RDP86-00895R000100140016-2

FPM Letter

in advance
of incorporation in FPM
Chapter 295
RETAIN UNTIL SUPERSEDED

SUBJECT:

Instructions Governing the Solicitation of Social Security Account Number Using Personnel Forms and Documents

Washington, D. C. 20315
August 26, 1975

Heads of Departments and Independent Establishments:

Public Law 93-579 (Privacy Act of 1974) became effective in part January 1, 1975. The purpose of this law is to protect the personal privacy of individuals, inform them of the use(s) to be made of the information they provide, and to allow them to review their records and make corrections in the information systems of which their records are a part. This FPM Letter addresses specifically Section 7(b) of the Act which states:

"Any Federal, State, or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it."

The instructions below are provided to the Federal executive branch agencies as interim guidance in the execution of this law as it applies to personnel forms and documents. The instructions cover not only the forms listed in FPM Chapter 295, but all other personnel forms and documents used in the agencies.

INSTRUCTIONS

1. Agencies will revise their own forms, which presently require the social security number of individuals, to eliminate that requirement if its collection is not authorized or unnecessary even if authorized.
2. Agencies will assure that a written explanation is distributed to each individual when a personnel form or document is used to solicit an SSN.
3. The written explanation will include:
 - a. What use(s) will be made of the SSN.
 - b. By what statutory or other authority the SSN is solicited.
 - c. Whether disclosure of the SSN is mandatory or voluntary.
4. Because Section 7(b) of the Act is already in effect, implementation of the above must be without delay. An explanatory statement is provided at the end of this FPM Letter for agencies to reproduce and distribute with all of the following forms listed in FPM Chapter 295:

Inquiries: Bureau of Manpower Information Systems, Reports and Forms Management Office,
Code 193-47632 or (202) 254-7632

CSC Code: 295, Personnel Forms and Documents

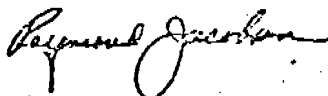
Distribution: FPM

CSC 813 Verification of a Military Retiree's Service in Wartime
Campaigns or Expeditions
SF 15 Claim for 10-Point Veterans Preference
SF 50-A Notice of Short-Term Employment
SF 78 Certificate of Medical Examination
SF 85 Data for Nonsensitive or Noncritical-Sensitive Position
SF 86 Security Investigation Data for Sensitive Position
SF 161 Executive Inventory Record
SF 161-A Executive Inventory Record Continuation Sheet
SF 170 Application for Federal Employment
SF 171 Personal Qualifications Statement
SF 173 Job Qualifications Statement
SF 176 Election, Declination, or Waiver of Life Insurance Coverage
SF 177 Statement of Physical Ability for Light Duty Work
SF 1187 Request and Authorization for Voluntary Allotment
of Compensation for Payment of Employee Organization Dues
SF 1188 Revocation of Voluntary Authority for Allotment of Compensation
for Payment of Employee Organization Dues
SF 2800 Application for Death Benefits
SF 2801 Application for Retirement
SF 2801-B Physician's Statement
SF 2802 Application for Refund of Retirement Deductions
SF 2803 Application to Make Deposit or Redeposit
SF 2808 Designation of Beneficiary
SF 2809 Health Benefits Registration Form

The following statement may be reproduced and used where applicable on an interim basis. It will eventually be incorporated into the information provided an individual pursuant to Section 3(e)(3) of the Act. A future FPM Letter issuance will provide further guidance regarding these statements.

Information Regarding Disclosure of Your Social
Security Number Under Public Law 93-579 Section 7 (b)

Disclosure by you of your social security number (SSN) is mandatory to obtain the services, benefits or processes that you are seeking. Solicitation of the SSN by the United States Civil Service Commission is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the Civil Service Commission or agencies. The SSN also will be used by the Civil Service Commission and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.



Raymond Jacobson
Executive Director

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STATINTL

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NOTES TO TRAINING OFFICERS

1. A Workshop for Training Assistants will be held in Room 902, Chamber of Commerce Building, from 9:00 to 4:00 on 19 November 1975. A special shuttle will leave from the main entrance of Headquarters at 8:20 and return at 4:15. Registrations will be handled by [] in RG on Extension [] Please let her know if you plan to ride the shuttles.

STATINTL

This year's Workshop will include time set aside especially for your individual concerns, as well as, a review of procedures. There will be special attention given to those changes since our last workshop. If you have particular concerns which you think might be of interest for all attendees, let us know right away and these can be included in the presentations. We look forward to being with you on the 19th!

2. The Privacy Act requires written approval for the release of personal information such as Social Security Number, home address and phone number, and OTR has been working closely with the Cover and Commercial Staff to establish procedures for the Interagency enrollment requests. CCS has asked that OTR include a statement on future enrollment requests to them that we have obtained such release permission from the particular employee involved. We have ordered a rubber stamp with this statement: "Subject gives permission to release his Social Security Number, home address and telephone number to _____ for enrollment in this course."

Effective immediately, OTR will assume that the employee's signature in Block 33 of the Form 136, Request for Training at Non-Agency Facility, signifies approval for release of the above information. Training Officers may wish to consider utilization of a similar stamp to assure compliance with Privacy Act requirements. Questions on Interagency enrollments (Civil Service Commission, Foreign Service Institute, and the like) should be directed to the OTR Registration Group []

OTR/TSS/RG

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23 October 1975

Approved For Release 2002/05/09 : CIA-RDP86-00895R000100140016-2

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